

DEPARTMENT OF SAFETY & PERMITS
ZONING ADMINISTRATION DIVISION
CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

MEMORANDUM

DATE: December 5, 2011

FROM: Pura Bascos, Director



RE: Elevation Permit Requirements

Effective immediately, no permits will be issued for the elevation of an existing structure "over-the-counter." When a permit is applied for it will be entered into Accela and placed on "Pending" status until all of the following requirements are met:

- 1) A plot plan must be provided indicating all structures on the lot and all dimensions from the property lines (setbacks) as well as indicating all currently provided parking spaces and the proposed locations for stairs or ramps to access the elevated structure.
- 2) A copy of the executed work contract, signed by the homeowner, must be presented to document the cost of the proposed elevation.
- 3) A copy of the Contractor's Riggers Insurance certificate (or similar endorsement) must be provided, in compliance with the Departmental Policy Memorandum of April 26, 2011.
- 4) Electrical and Mechanical Permits must be applied for prior to the release of the Elevation Permit to safeguard the community and ensure that any electrical or mechanical work resulting from the elevation of an existing structure is done safely by a licensed contractor.
- 5) Engineered foundation drawings, bearing the original seal of the professional of record, must be presented at a size no larger than 11"x17" and a copy will be retained by the City. A second copy must be present on the job at all times.

Once these requirements are met, the Building Permit authorizing the elevation to proceed will be released and work may move forward. **NO WORK MAY PROCEED UNTIL A PERMIT IS ISSUED BY THE DEPARTMENT OF SAFETY AND PERMITS.**

